



# Town of Los Altos Hills Invites applications for the position of City Clerk

Salary DOQ  
Open until filled

## OVERVIEW

The Town of Los Altos Hills, located in the hills above Silicon Valley, is accepting applications for the position of City Clerk. The City Clerk is an integral member of the management team and serves as the Town's public information officer and resident expert on the Brown Act, FPPC reporting requirements, elections and election laws, and the Public Records Act. The City Clerk possesses outstanding communication and listening skills, excellent interpersonal skills, and a personality style that is at ease under the pressure of competing deadlines.

Under general direction and supervision of the City Manager, the City Clerk provides administrative and technical support to the City Council and City Manager while managing the day-to-day operations of the City Clerk's Office. The City Clerk also manages contract service agreements that provide for webmaster services, digitized City Council meeting packets, the Town's new online survey program, streaming video of the monthly City Council meetings, and maintenance of the online municipal code.

## IDEAL CANDIDATE

The ideal candidate exceeds all of the minimum qualifications and is a Certified Municipal Clerk who demonstrates the ability to exercise independent judgment over a wide variety of difficult administrative tasks, records management and other functions. The ideal candidate is adept at evaluating, implementing, and maintaining new and evolving technologies that improve access of Town information to the public. Human Resources experience is a plus. Masters degree (MPA/MBA) preferred.

## MINIMUM QUALIFICATIONS

This position requires a minimum of 4 years of progressively responsible experience in a City Clerk's Office or related public sector setting; a bachelors degree (substantial experience as a Deputy City Clerk or City Clerk for a California public agency may substitute for education); advanced working knowledge of the Brown Act, FPPC reporting requirements, the California Public Records Act, and elections law; and high proficiency in the Microsoft Office Suite. ***Note: A proposed job description and salary range will be considered for approval by the City Council at their special meeting on May 12, 2011.***

## COMPENSATION

Salary will be established commensurate with experience, proposed range of \$65,000 to \$110,000 per year. An annual 5% meritorious salary increase may be awarded for exemplary performance once the employee reaches the top of the salary range. This position is FLSA exempt and is eligible for an attractive package of management benefits including auto allowance and paid administrative leave. Full-time employees are enrolled in CalPERS pension and medical with the option of opting out of medical in exchange for additional compensation. The Town does not participate in Social Security but both the Town and employee contribute to Medicare.

## APPLICATION PROCESS

Qualified candidates are encouraged to apply for this highly desirable career opportunity. To apply, please forward a letter of interest, résumé, and a summary of current compensation package (salary & benefits) to:

Town of Los Altos Hills  
Attn: Human Resources  
26379 Fremont Road  
Los Altos Hills, CA 94022

or

**Email preferred: [HR@losaltoshills.ca.gov](mailto:HR@losaltoshills.ca.gov)**